Florida Safe Families Network

Safety Plan
User Guide

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Change History

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About FSFN User Guide

The Florida Safe Families Network (FSFN) User Guide helps you understand the steps to complete your work in the FSFN system. This user guide does not cover every system feature built into FSFN, but describes the most commonly used functions to complete your day-to-day work in the FSFN application. This user guide, when used with Online Help and the How Do I Guides, helps you successfully use the FSFN system as a support tool in your important work of safeguarding the safety, permanence, and well-being of children, families, and adults of Florida.

The Intended Audience

This user guide serves a wide audience of FSFN end users who include:

- Adult and Child Protective Investigators
- Financial Workers
- Hotline Command Center Counselors
- Legal Workers
- Ongoing Case Managers

- Provider Management
- Security Officers/Administrators
- Supervisors
- Support and Data Entry Staff

Prerequisite Knowledge

This user guide was developed with specific prerequisite expectations. Before reading this guide, read the following information. If you need to refer to additional User Guides, How Do I Guides, or other information, visit the DCF FSFN Website (http://fsfn.dcf.state.fl.us).

- You must have a working understanding of the Florida Department of Children and Families Policies and Practices as related to the use and operation of FSFN.

- You must have a working understanding of the basic FSFN navigation and functionality. See the Multi-Topic Basics User Guide and How Do I Guide.

- If you are a supervisor, also see the Multi-Topic Supervisory User Guide and How Do I Guide.

- Key tasks described in this guide start at the FSFN Desktop, Case Book, or Person Book, unless otherwise noted. If you are unfamiliar with how to navigate to these three (3) pages, see the User Guides for Multi-Topic Basics, Case Book, and Person Book.

- The Search page referred to within this user guide is the Search page with four (4) tabs: Person, Case, Provider/Organization, and Worker. This Search page is commonly called the Utility Search or Navigational Search. It is accessed primarily from the Desktop by clicking Search on the Banner or Utilities menu. Other type of searches may be referred to as data retrieval searches. These searches use different search functionality than the Utility Search. For example, the Person Search page provides a method to search for a person and retrieve person data that pre-fills into the page in which you are working. The Person Search page should not be confused with the Search page with the Person tab.

Related Resources

Visit the DCF FSFN Website (http://fsfn.dcf.state.fl.us) for online access to additional resources that support FSFN system end users, including:

- FSFN Project Information
- Online Web-based Training (WBT)
- User Guides
- How Do I Guides (job aids)
- Topic Papers (System Functionality Design)
- Reference Data (Selection Values)

About the Safety Plan

About the Safety Plan page

The Safety Plan module supports the documentation of the safety considerations, the safety actions being taken, and the availability of the identified safety resources.

Safety Plan records can be viewed by authorized users, and can be created and updated by users who have a current assignment to the case and those assigned to the security user group allowed to create/edit the Safety Plan record.

When changes are made to the Safety Plan page, the system will require the user to save the Safety Plan page prior to launching the Maintain Case page when the Case Name hyperlink is selected

The Safety Plan Page will have a new column added directly to the left of the current column labeled "Action to Keep Child Safe" within the Safety Plan Actions group box. This column will be labeled "Do Not Share with Perpetrator of Intimate Partner Violence" and will contain a check box for each row displayed in the Safety Plan Actions group box, allowing for multi-selection OR no selection at all. Change ONLY applies to newly created Safety Plans.

Plain black text will be displayed within the Safety Plan Actions group box, directly under the Safety Plan Actions group box label name (directly above the repeating group) that states "Checked Action(s) will appear on Safety Plan for Survivor Only". Change ONLY applies to newly created Safety Plans

Household Name field will be added to the Safety Plan Outliner in all the following places: Desktop in Case or Participant View; Search - Case tab in Case View or Participant View; Search - Person tab; Search - Provider tab; Search - Worker tab; Case Book and Person Book.

Household Name field will be added to the Safety Plan. It will be 100 characters in length, and will display all 100 characters on the screen whether entered in lower, upper case or a combination of the 2. This is a required field. This will impact all existing pages. This field will be enabled and required up to the point that the Safety Plan is terminated and only then will it become disabled.

Key Tasks

To create a Case Level Safety Plan

1. From the Desktop, select **Case Work**.

2. Select the applicable **Case**.

3. From the **Assessment and Planning** drop down, select *Safety Plan*.

4. Click **Create**.

Note   Alternatively, a Case-level Safety Plan can be created from Case Book.

5. Access **Case Book**.

6. From **Case Book**, select the **Create Case Work** hyperlink above the center group box.

7. From the **Assessment and Planning** drop down, select *Safety Plan*.

8. Click **Create**.

<div align="center">OR</div>

1. Access **Case Book**.

2. From **Case Book**, select the **Safety Plan** hyperlink within the **Actions and Text List Box**.

Note*:* The Safety Plan Selection page will provide the user the ability to select the appropriate Safety Plan to pre-fill from, into the new Safety Plan being created. The user will have the ability to select one to pre-fill from OR create one from scratch.

The fields will pre-fill from the selected Safety Plan include the following: Danger Threats Description and Safety Actions.

The Safety Plan Selection page will include the following: Select column will contain radio button selections; Household Name will populate with the Household Name documented on the associated Safety Plan; Effective Date; Purpose (Impending Danger Plan or Present Danger Plan); Status (Pending; Completed; or Terminated); and Status Date (if Pending = Create Date; if Completed = Completed Date; and if Terminated = Termination Date). Three

radio buttons will be available: Continue (conditionally enabled if radio button selected); Create and Close.

To create an Investigation Level Safety Plan

1. From a **Child In-Home** or **Other Investigation** page, select the **Safety Plan** hyperlink within the **Actions and Text List Box.**

Note: The Safety Plan Selection page will provide the user the ability to select the appropriate Safety Plan to pre-fill from, into the new Safety Plan being created. The user will have the ability to select one to pre-fill from OR create one from scratch.

The fields will pre-fill from the selected Safety Plan include the following: Danger Threats Description and Safety Actions.

The column on the Safety Plan Selection page will include the following: Select column will contain radio button selections; Household Name will populate with the Household Name documented on the associated Safety Plan; Effective Date; Purpose (Impending Danger Plan or Present Danger Plan); Status (Pending; Completed; or Terminated); and Status Date (if Pending = Create Date; if Completed = Completed Date; and if Terminated = Termination Date). Three radio buttons will be available: Continue (conditionally enabled if radio button selected); Create and Close.

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Safety Plan Selection

Select	Household Name	Effective Date	Purpose	Status	Status Date
○	Testing Story 641.13 - Family	2017-01-24 00:00:00.0	Impending Danger Plan	Terminated	2017-01-26 00:00:00.0
○	Testing	2017-01-25 00:00:00.0	Present Danger Plan	Pending	2017-01-25 10:07:34.046495
○	Testing Investigation Safety Plan	2017-01-24 00:00:00.0	Present Danger Plan	Pending	2017-01-25 10:10:34.189377
○	Testing Story 641.07	2016-12-30 00:00:00.0	Impending Danger Plan	Pending	2017-01-24 11:15:44.335828

Continue | Create | Close

To complete a Safety Plan

1. Launch a **Safety Plan** page.

2. FSFN will pre-fill the Case Information based on the **Maintain Case** table.

3. Enter an **Effective Date**.

4. From the **Safety Plan Purpose** drop down, select a Safety Plan Purpose.

Note The Safety Plan Type field with its associated Individuals and Family radio buttons will no longer be on the Safety Plan Page. This change will apply to all pre-existing or nearly created Safety Plans.

Note An edit will limit the number of active safety plans to a total maximum of 2 at any given time, regardless of the Safety Plan Purpose per case, not across FSFN.

Note Some of the Case Information is system derived from the Maintain Case table associated with the Case that was selected when the Safety Plan page was created or Case to which the Investigation is associated. If the Safety Plan page was created from the Investigation page using the Actions and Text List Box, then the Intake/Investigation ID will be associated to the Safety Plan and will display.

5. Click **Save**.

6. Within the **Danger Threat(s) Description** group box, document the **Specific Threats to Child Safety** in the provided text box.

7. Within the **Safety Plan Actions** group box, click **Insert**.

8. The **Safety Plan Actions** pop-up page displays.

9. Document the fields on the **Safety Plan Actions** pop-up page.

10. Select **Continue**.

11. Select the **Completed** check box.

Note   Use the Complete check box to indicate that the Safety Plan has been completed and all applicable Safety Actions documented. Upon selecting the Complete check box and clicking Save, FSFN validates the applicable required fields have been documented.

12. Click **Save**.

Note   Upon successfully saving, the Safety Plan page becomes disabled, except for the Terminate Plan group box fields. Default is null; when the Safety Plan page is created, if a previous Safety Plan page exists, the Complete check box will not pre-fill.

13. Click **Close**.

To attach a Safety Plan Image

1. Document the required fields to save the Safety Plan initially.

2. Click **Save**.

3. Upload an image to the Safety Plan using the **Upload Image** hyperlink.

4. Select the **Attaching Image of Safety Plan ONLY (no data entered)** check box.

☑ Attaching Image of Safety Plan **ONLY**(no data entered)

5. Select the **Completed** check box.

6. Click **Save**.

7. Click **Close**.

To terminate a Safety Plan

1. Create a Safety Plan.

2. Select the **Complete** check box.

3. Click **Save**.

4. Within the **Terminate Plan** group box, enter a date in the **Termination Date** field.

Note The Termination Date field is conditionally enabled, but not required when the Complete check box is selected and the Safety Plan page is successfully saved. It must be greater than or equal to the Effective Date, but cannot be a future date. When a Termination Date is entered, the Reason Plan is no longer required drop down becomes enabled and required; otherwise the drop down is disabled.

5. Select a reason from the **Reason Plan is no longer required** drop down.

6. If applicable, select a reason from the **Other Reason plan is no longer required** drop down.

7. Click **Save**.

Note Upon clicking Save, if the Termination Date is entered, but the Reason Plan is no longer required is not selected, the following validation message is displayed:

Please enter data in the required fields. <OK>

Note Upon clicking Save, if the Reason Plan is no longer required is Other, and the Other Reason Plan is no longer required is not documented, the following validation message is

displayed:

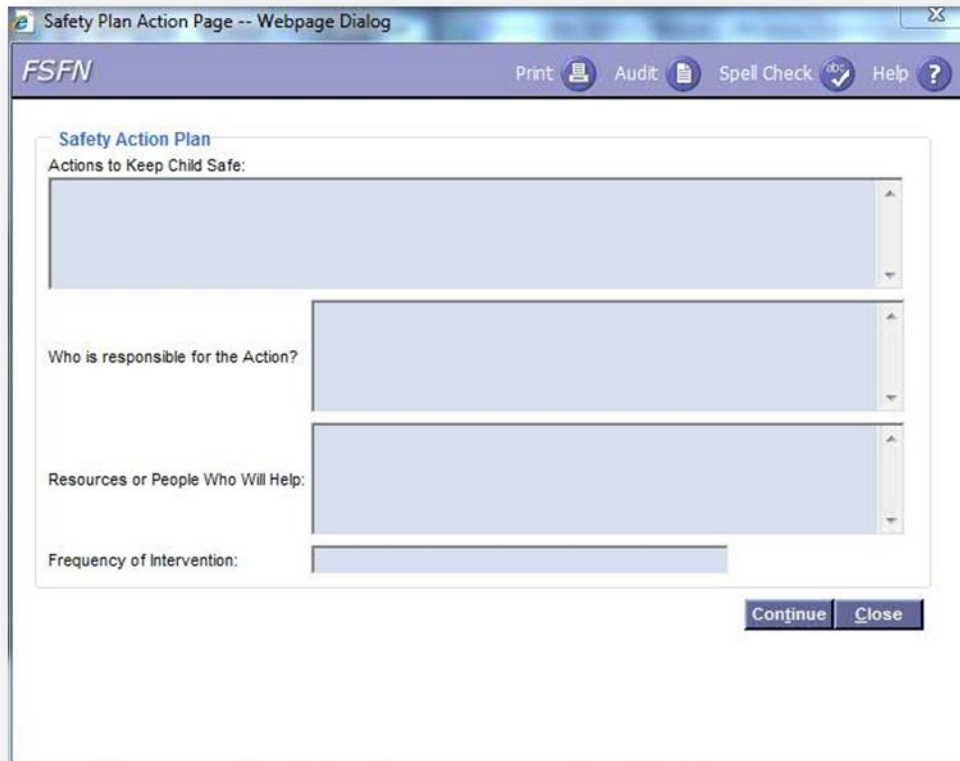> *Please enter data in the required fields. <OK>*

8. Click **Close**.

Note Once the Terminate Plan fields have been documented and the Safety Plan page successfully
saved, the Terminate Plan fields will become frozen and disabled.

About the Safety Plan Actions Pop-up Page

The Safety Plan Action pop-up page allows the user to document specific information regarding the tasks that will be completed to keep the child(ren) safe. The user will document who is responsible for each action, what resources or people will help with the action, and the frequency of intervention.

To document a Safety Plan Action

1. From the **Safety Plan** page, select **Insert** from the **Safety Plan Actions** group box.

2. The **Safety Plan Actions** pop-up page displays.

3. Enter text into the **Action to Keep Child Safe** text box.

4. Enter text into the **Who is Responsible for Each Action** text box.

5. Enter text into the **Resources or People Who will Help** text box.

6. Enter text into the **Frequency of Intervention** text box.

7. Click **Continue**.

8. Click **Save**.

Note All of the fields on the Safety Plan Action pop-up page must be completed in order to add a Safety Plan Action to the Safety Plan.